

Page Denied

SECRET



DDA 84-0046/16
27 April 1984

MEMORANDUM FOR: Director of Central Intelligence

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 27 April 1984

1. Progress reports on tasks assigned by the DCI/DDCI:
None
2. Items/events of interest:

25X1

c. Office of Data Processing personnel provided support on drug research to the National Intelligence Council. The branch concerned developed a Drug Distribution/Cost Simulation Model using spreadsheet software on a personal computer. The results of the model will be used by an Interagency Drug Working Group.

d. As a result of Agency regulations stating that the amount of cash considered reasonable for travelers to carry is \$300, with additional funds carried in the form of travelers checks, the sale of travelers checks has increased substantially. Travelers check purchases during the past 12 months were as follows:

25X1

This represents a 19 percent increase over the previous 12 month period.

25X1

SECRET

~~SECRET~~

SUBJECT: Weekly Report for Period Ending 27 April 1984

e. Efforts continue to improve the quality of life at the Headquarters Building. For example, all the Headquarters Building corridor light fixtures are being replaced with new fixtures that contain the latest state-of-the-art in light defusion. The new fixtures are both energy and cost efficient. In order to keep the cost even lower, the light tubes from the old fixtures are being reused. The project will take approximately 30 days to complete.

f. Security barricades were installed last week at the entrance to the Community Headquarters Building.

g. The preliminary design report for the proposed improvements to Route 123, in connection with our new building project, was received from the Virginia Department of Highways on 23 April. Based on our review of the report, we rejected the proposals because they were excessive to our needs and nonresponsive to major community concerns. We are advising the Commissioner, Virginia Department of Highways and Transportation of the reasons for our rejection and hope that they will present a more realistic proposal.

h. The Information Privacy Division, OIS, has initiated, on a test basis, the use of a form letter for the initial acknowledgment of Privacy Act requests. Thus far it appears that the use of this form letter will save us as much as 20 minutes per letter, mostly in drafting, typing and proofreading. The form is usable in about 90 percent of the Privacy Act requests. This represents a few hours savings that we can devote to more complicated Freedom of Information Act requests. Also, we have had no adverse reaction from the public so far in going with this new format.

25X1

~~SECRET~~

~~SECRET~~

SUBJECT: Weekly Report for Period Ending 27 April 1984

25X1

25X1

m. On 19 April, the Career Trainee Development Course (CTDC) staff met the incoming class of Career Trainees (CTs), the largest in recent memory. Approximately 20 CT spouses were in attendance for a brief introduction to the program and for a discussion with the Family Employee Liaison Office. The 10-week CTDC course began in earnest on 23 April. A major new inclusion in this running of the Course will be a full day's exercise aimed at presenting information on the Agency's support mechanism and how it can be mobilized to meet certain situations. This project has been closely coordinated with the Special Support Assistant to the DDA.

n. Mr. Richard Scammon, Director of the Elections Research Center, has accepted our invitation to make a presentation on "The Current Political Scene--Election '84" to a "joint" session of the Midcareer Course and the Advanced Intelligence Seminar. The presentation will take place at the Chamber of Commerce building on Friday, 1 June 1984, at 1415 hours in room 507.

3. Significant activities anticipated during the coming week:

On Tuesday, 1 May, the DDA, ADDA, and several DA Office Directors will visit with Ambassadors Ronald Spiers, Alfred (Roy) Atherton, and other senior officials from the Department of State.

25X1

25X1

Harry E. Fitzwater

~~SECRET~~

~~SECRET~~

SUBJECT: Weekly Report for Period Ending 27 April 1984

25X1 ORIG:EO/DDA [] be:(27 Apr 84)

Distribution:

25X1
O - DCI
1 - DDCI
1 - ExDir
1 - DDA
1 - OLL []
1 - Ea. DA OD
1 - SSA/DDA
1 - C/CMS/DDA
1 - C/SS/DDA
1 - MS/DDA
1 - EEO/DD
1 - HEF Chrono
1 - EO/DDA Subj

⁴
~~SECRET~~